

Rogers State University

Academic Council Meeting Minutes

Friday, September 10, 2010

The Academic Council met at 1:00 pm Friday, September 10, 2010, in Ballroom A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Dr. Richard Beck	Vice President for Academic Affairs
Professor Linda Andrews	Assistant VP, Inst. Research, Planning & Assessment, Ex-Officio
Dr. Nancy Diede	Department Head, Health Sciences
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Bruce Garrison	Dean, School of Business and Technology
Dr. Jeff Gentry	Department Head, Communications
Dr. Larry Green	Department Head, Biology
Dr. Ken Hicks	Department Head, HPS/Acting Department Head, PSCJ
Professor Gary Moeller	Department Head, Fine Arts
Dr. Susan Payne-Willis	Department Head, Sport Management
Dr. Greg Thompson	Department Head, English and Humanities
Dr. Bert Tollison	Department Head, Business
Sherry Alexander	Director, Pryor Campus
David Barron	Director, Financial Aid
Bill Beierschmitt	Provost and Chief Operating Officer, Bartlesville
Dr. Mary Mackie	President, Faculty Senate
Alan Lawless	Director, Stratton Taylor Library
Julie Rampey	Director, Admissions
Phil Sample	Chair, Academic Policies Review Committee
Jessica Heavin	Coordinator of Counseling Services

I. MENTAL HEALTH FIRST AID WORKSHOP (*Jessica Heavin*)

In response to the needs of students and as part of RSU's emergency management preparedness (NIMS), Ms. Heavin has been certified as an instructor for Mental Health First Aid. Responders are trained to recognize the symptoms of mental health issues and to make appropriate referrals. She presented Academic Council members with the status of training at RSU and solicited faculty input on how to increase attendance.

II. STUDENT EMAIL POLICY (*Dr. Richard Beck*)

Dr. Beck addressed the need for culture change to increase students' use of their RSU email account as the primary tool for university communication. The possibility of a single log-in for accessing all university functions (enrollment, email, submission of assignments, communicating with instructors, etc.) was discussed, as well as practices at other regional universities and obstacles to implementation.

III. E-TEXTBOOKS (*Dr. Richard Beck*)

In order to prevent potential litigation associated with the use of e-textbooks through sources other than the university bookstore, faculty members were urged to discourage the practice until additional guidelines are received from OU Legal.

IV. CONTINUING REVIEW, *Academic Policies and Procedures Manual*

Sections 3.5.4 to 3.6.3.2 were discussed and modified.

The meeting was adjourned at 2:45 pm.

DISTRIBUTION: Dr. Richard Beck, Professor Linda Andrews, Dr. Nancy Diede, Dr. Frank Elwell, Dr. Roy Gardner, Dr. Bruce Garrison, Dr. Jeff Gentry, Dr. Larry Green, Dr. Ken Hicks, Dr. Keith Martin, Professor Gary Moeller, Dr. Susan Willis, Dr. Greg Thompson, Dr. Bert Tollison, Sherry Alexander, David Barron, Bill Beierschmitt, Dr. Myra Haulmark, Alan Lawless, Dr. Mary Mackie, Julie Rampey, Michelle Canan, Nan Melton, Cathy Burns, Adam Turner, Nancy Page, Phil Sample.

By email: Twilla Berwaldt, Shelly Borgstrom, Danette Boston, Stephani Freeman, Marie Hinds, Heather Isaacs, Rebekah King, Sue Myers, Yvonne Pace, Bonnie Paul, Debbie Ragland, Donna Spencer, Reneen White, Sarah Winzenburg.

Rogers State University Academic Council Meeting Minutes

Friday, October 29, 2010

The Academic Council met at 1:00 pm Friday, October 29, 2010, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Dr. Richard Beck	Vice President for Academic Affairs
Professor Linda Andrews	Assistant Vice President, Institutional Research, Planning and Assessment, Ex-Officio
Dr. Nancy Diede	Department Head, Health Sciences
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Ken Hicks	Department Head, HPS and Acting Department Head, PSCJ
Dr. Keith Martin	Dean, School of MSHS and Interim Department Head, MPS
Professor Gary Moeller	Department Head, Fine Arts
Dr. Greg Thompson	Department Head, English and Humanities
Dr. Bert Tollison	Department Head, Business
Bill Beierschmitt	Provost and Chief Operating Officer, Bartlesville
Alan Lawless	Director, Stratton Taylor Library
Dr. Mary Mackie	President, Faculty Senate
Julie Rampey	Director, Admissions
Phil Sample	Chair, Academic Policies Review Committee
Adam Turner	Interim Registrar

I. **GRADE APPEAL PROCESS** (*Adam Turner*)

Updates to the grade appeal process and forms were presented by Adam Turner, Interim Registrar. Changes were suggested, and Dr. Diede noted that the procedure is somewhat different in the Department of Health Sciences. It was agreed that mention of the policies and procedures in Health Sciences should be maintained in both the Student Code and the updates supplied by the Office of the Registrar. Dr. Beck stated that all suggested revisions must be coordinated with the SGA, since changes to the *Student Code of Responsibilities and Conduct* are submitted to the Regents. Mr. Turner will integrate all necessary revisions and coordinate with Student Affairs to produce a final version. Pending those changes, the Academic Council approved use of the updated forms in the interim.

II. **ENDOWED CHAIR POLICY** (*Dr. Richard Beck*)

Dr. Beck presented the revised policy approved by OU Legal. Phil Sample will take the policy to the Policy Committee for further consideration. The endowed chair policy will later be included in the *Academic Policies and Procedures Manual* as per the unanimous vote of the Council.

III. CONTINUING REVIEW, *Academic Policies and Procedures Manual* (Dr. Richard Beck)

Section 3.6.3.3 to 3.8.1 were discussed and modified. Review of the section 3.8.2.1, Post-tenure Review Process, will be addressed in the next meeting, once it has been compared to section 3.4.5, to which it refers.

The meeting was adjourned at 2:30 pm.

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Rogers State University Academic Council Meeting Minutes

Friday, December 10, 2010

The Academic Council met at 1:00 pm Friday, December 10, 2010 in Conference Room B of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Dr. Richard Beck	Vice President for Academic Affairs
Professor Linda Andrews	Assistant VP, Inst. Research, Planning and Assessment, Ex-Officio
Dr. Nancy Diede	Department Head, Health Sciences
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Bruce Garrison	Dean, School of Business and Technology
Dr. Jeff Gentry	Department Head, Communications
Dr. Ken Hicks	Department Head, HPS/Acting Department Head, PSCJ
Dr. Keith Martin	Dean, School of Mathematics, Science and Health Sciences/ Interim Department Head, Mathematics and Physical Sciences
Professor Gary Moeller	Department Head, Fine Arts
Dr. Susan Willis	Department Head, Sport Management
Dr. Greg Thompson	Department Head, English and Humanities
Dr. Bert Tollison	Department Head, Business
Sherry Alexander	Director, Pryor Campus
David Barron	Executive Director, Enrollment Management
Bill Beierschmitt	Provost and Chief Operating Officer, Bartlesville
Adam Turner	Interim Registrar
Dr. Mary Mackie	President, Faculty Senate
Dr. Myra Haulmark	Director, Center for Teaching and Learning
Alan Lawless	Director, Stratton Taylor Library
Phil Sample	Chair, Academic Policies Committee

I. ASSESSMENT PILOT (*Dr. Steve Housel*)

Dr. Housel, accompanied by Dr. Monica Varner, discussed the current assessment process, strategies for improved data collection and changes in the peer review process. He stressed the importance of inter-rater reliability, institutional memory, and the goals of simplicity, clarity and collegiality.

II. EXTERNAL GRANT FUNDING (*Dr. Myra Haulmark*)

Dr. Haulmark described the correct procedures for external grant applications.

III. UNIVERSITY PLANNING GROUP (*Dr. Richard Beck*)

Following completion of the Strategic Plan, a University Planning Group has been selected to identify the priority strategic planning objectives and develop the specific actions and timeline necessary to achieve the mission. Dr. Beck outlined planning definitions, the planning process by responsibility and function, and noted that training will begin in January.

IV. INSTITUTIONAL FACT BOOK (*Professor Linda Andrews*)

Professor Andrews introduced the recently completed Institutional Fact Book and demonstrated its use via the RSU website.

VI. CONTINUING REVIEW, *Academic Policies and Procedures Manual*

Sections 3.8.1 through 3.8.5 were discussed and modified.

The meeting was adjourned at 4:00 p.m.

DISTRIBUTION: Dr. Richard Beck, Professor Linda Andrews, Dr. Nancy Diede, Dr. Frank Elwell, Dr. Roy Gardner, Dr. Bruce Garrison, Dr. Jeff Gentry, Dr. Larry Green, Dr. Ken Hicks, Dr. Keith Martin, Professor Gary Moeller, Dr. Susan Willis, Dr. Greg Thompson, Dr. Bert Tollison, Sherry Alexander, David Barron, Bill Beierschmitt, Dr. Myra Haulmark, Alan Lawless, Dr. Mary Mackie, Julie Rampey, Adam Turner, Michelle Canan, Nan Melton, Cathy Burns, Nancy Page, Phil Sample.

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Rogers State University

Academic Council Meeting Minutes

Friday, February 18, 2011

The Academic Council met at 1:30 pm on Friday, February 18, 2011, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Dr. Richard Beck	Vice President for Academic Affairs
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Bruce Garrison	Dean, School of Business and Technology
Dr. Jeff Gentry	Department Head, Communications
Dr. Larry Green	Department Head, Biology
Dr. Ken Hicks	Department Head, History and Political Science/ Acting Department Head, Psychology, Sociology and Criminal Justice
Dr. Keith Martin	Dean, School of Mathematics, Science and Health Sciences/ Interim Department Head, Mathematics and Physical Sciences
Professor Gary Moeller	Department Head, Fine Arts
Dr. Susan Willis	Department Head, Sport Management
Dr. Greg Thompson	Department Head, English and Humanities
Dr. Bert Tollison	Department Head, Business
David Barron	Executive Director, Enrollment Management
Cheryl Hassell	Registrar
Dr. Mary Mackie	President, Faculty Senate
Dr. Myra Haulmark	Director, Center for Teaching and Learning
Alan Lawless	Director, Stratton Taylor Library
Julie Rampey	Director, Admissions
Phil Sample	Chair, Academic Policies Committee

I. SNOW DAY MAKEUP

A variety of scenarios was discussed to make up the six class days lost due to inclement weather. The Council unanimously voted to recommend to President Rice that the faculty document how lost class time is being made up and that these reports be compiled by the department heads. The reports will then be forwarded to Academic Affairs for archiving. This format has been successfully implemented in the past. Alternate meeting days and times may be sought for lab and clinical classes.

Motion to approve by Elwell, second by Gentry, motion adopted.

II. CONTINUING REVIEW, *Academic Policies and Procedures Manual*

Sections 3.8.8 through 3.10.4.5 were discussed and modified.

The meeting was adjourned at 3:30 p.m.

DISTRIBUTION: Dr. Richard Beck, Dr. Nancy Diede, Dr. Frank Elwell, Dr. Roy Gardner, Dr. Bruce Garrison, Dr. Jeff Gentry, Dr. Larry Green, Dr. Ken Hicks, Dr. Keith Martin, Professor Gary Moeller, Dr. Susan Willis, Dr. Greg Thompson, Dr. Bert Tollison, Sherry Alexander, David Barron, Bill Beierschmitt, Cheryl Hassell, Dr. Myra Haulmark, Alan Lawless, Dr. Mary Mackie, Julie Rampey, Adam Turner, Michelle Canan, Nan Melton, Cathy Burns, Nancy Page, Phil Sample.

By email: Twilla Berwaldt, Shelly Borgstrom, Danette Boston, Stephani Freeman, Marie Hinds, Heather Isaacs, Rebekah King, Sue Myers, Yvonne Pace, Bonnie Paul, Debbie Ragland, Donna Spencer, Reneen White, Sarah Winzenburg, Kim Witt.

Rogers State University

Academic Council Meeting Minutes

Friday, March 11, 2011

The Academic Council met at 1:30 pm on Friday, March 11, 2011, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Dr. Richard Beck	Vice President for Academic Affairs
Dr. Nancy Diede	Department Head, Health Sciences
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. Jeff Gentry	Department Head, Communications
Dr. Larry Green	Department Head, Biology
Dr. Ken Hicks	Department Head, History and Political Science/ Acting Department Head, Psychology, Sociology and Criminal Justice
Dr. Keith Martin	Dean, School of Mathematics, Science and Health Sciences/ Interim Department Head, Mathematics and Physical Sciences
Professor Gary Moeller	Department Head, Fine Arts
Dr. Susan Willis	Department Head, Sport Management
Dr. Greg Thompson	Department Head, English and Humanities
Dr. Myra Haulmark	Director, Center for Teaching and Learning
Phil Sample	Chair, Academic Policies Committee
Dr. William Hart	Chair, IRB

I. **IRB UPDATE** (Dr. William Hart)

Dr. Hart distributed Individual Investigator Agreements and the Federalwide Assurance for the Protection of Human Subjects documents; a memo regarding the IRB process will be forthcoming.

II. **CURRICULUM COMMITTEE RECOMMENDATIONS**

1. Department of Health Sciences - Bachelor of Science in Nursing (118)
 - a. *Program Requirement Change*
 - i. Remove BIOL 1144 General Cellular Biology as a required general education course
Delete three courses from the program core and the course inventory:
NURS 4015 Family Health Nursing
NURS 4225 Advanced Therapeutic Interventions
NURS 4205 Leadership and Management in Nursing
 - ii. Add three new courses:
NURS 4214 Management and Leadership in Nursing
NURS 4224 Family, Community and Public Health Nursing I
NURS 4234 Family, Community and Public Health Nursing II

- iii. Change course description, prerequisites and corequisites for three courses:
 - NURS 4003 Professional Nursing Role
 - NURS 4213 Nursing Science and Research
 - NURS 4223 Professional Nursing Practice Seminar
 - iv. Add three credit hours of elective course work to the degree plan
 - b. *(Pages 1-19, Proposal 15-10)*
Presented by Diede. Motion to Approve by Elwell, Second by Martin, Motion Adopted
- 2. Department of Applied Technology
 - a. Bachelor of Science in Business Information Technology (108)
 - i. *Program Requirement Change*
 - Increase *Option* Requirement from 12 to 15 credit hours
 - Decrease *Business Support Course* Requirement from 27 to 24 hours
 - Eliminate *Business Support Course Elective* Requirement
 - Clarify *Degree Selected Electives* wording
 - Change prerequisite for CS 3363
 - Add prerequisite for CS 2163
 - b. BSBIT Computer Network Administration Option (108N)
 - i. *Program Requirement Change*
 - Increase *Option* Requirement from 12 to 15 credit hours
 - Require IT 3153
 - Require IT 4113
 - Replace IT 4313 with TECH 3023
 - Delete IT 4313 from course inventory
 - b. BSBIT Software Development Multimedia Option (108S)
 - i. *Program Requirement Change*
 - Require CS 3363
 - Replace IT 4313 with TECH 3023
 - Delete IT 4313 from course inventory
 - b. BSBIT Telecommunications Foundations Option (108T)
 - i. *Delete option*
 - Remove IT 3333 from course inventory
 - Remove IT 3413 from course inventory
 - Remove IT 3443 from course inventory
 - Remove IT 4223 from course inventory
 - Remove IT 4333 from course inventory
 - ii. *(Pages 1-24, Proposal 11-10)*
Presented by Beck. Motion to Approve by Elwell, Second by Hicks, Motion Adopted

III. CONTINUING REVIEW

Academic Policies and Procedures Manual

Sections 3.11 through 3.14 were discussed and modified.

Further discussion: office hours

- Maintain 10 hours, rather than the proposed 8
- Credit will be given for those teaching online courses
- The Academic Policies committee will follow up as per the APP Manual as to whether reconsider changes of Academic Council will go to conference committee

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Rogers State University

Academic Council Meeting Minutes

Friday, April 15, 2011

The Academic Council met at 1:30 pm on Friday, April 15, 2011, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

me	Director, Pryor Campus
David Barron	Executive Director, Enrollment Management
Dr. Richard Beck	Vice President for Academic Affairs
Bill Beierschmitt	Provost and Chief Operating Officer, Bartlesville
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Bruce Garrison	Dean, School of Business and Technology
Dr. Jeff Gentry	Department Head, Communications
Dr. Larry Green	Department Head, Biology
Cheryl Hassell	Registrar
Dr. Myra Haulmark	Director, Center for Teaching and Learning
Dr. Ken Hicks	Department Head, History and Political Science/ Acting Department Head, Psychology, Sociology and Criminal Justice
Alan Lawless	Director, Stratton Taylor Library
Dr. Mary Mackie	President, Faculty Senate
Dr. Keith Martin	Dean, School of Mathematics, Science and Health Sciences/ Interim Department Head, Mathematics and Physical Sciences
Professor Gary Moeller	Department Head, Fine Arts
Julie Rampey	Director, Admissions
Dr. Greg Thompson	Department Head, English and Humanities
Dr. Bert Tollison	Department Head, Business

GUESTS

Kevin Abbott	Assistant Program Director, Educational Talent Search
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Robert Mackey	Assistant Program Director, Upward Bound
Phil Sample	Chair, Academic Policy Committee
Misty Smith	Director of Student Development
Dr. Tobie Titsworth	Vice President for Student Affairs

I. RETENTION WORKSHOP (Debbie Bradford/ Carol Buchli, USA Funds[®])

USA Funds[®] sponsors retention workshops to help schools develop and meet retention goals. Ms. Bradford and Buchli, education consultants from USA Funds, emphasized the link between financial literacy and retention. They facilitated a brainstorming exercise with participants to identify RSU's top issues and to formulate a challenge statement to aid in retention planning. Guests were then excused.

II. REGALIA REQUESTS (Dr. Beck)

Dr. Beck presented a variety of requests for honors/ service cords and sashes that had been received, noting that these were not related to typical academic honor cord considerations. He asked that the Student Government Association forward a formal request, which should be reviewed and approved within Student Affairs, to ensure compliance with norms of the student organization and consistency of application, and to avoid duplication of previously established choices.

III. OFFICE HOURS (Dr. Beck)

Dr. Beck stated that he had met with the policy committee and explained the considerations. After discussion, it was unanimously agreed to reduce the number of office hours from ten to eight.

IV. CURRICULUM COMMITTEE RECOMMENDATIONS

1. Department of Business

Bachelor of Science in Business Administration (113)

- Add six new courses for elective credit:

ACCT 2500	Cooperative Education in Accounting
ACCT 3500	Cooperative Education in Accounting
ACCT 4500	Cooperative Education in Accounting
BADM 2500	Cooperative Education in Business Administration
BADM 3500	Cooperative Education in Business Administration
BADM 4500	Cooperative Education in Business Administration

(Pages 1-21, Proposal 01-11)

Presented by Tollison

Motion to approve by Garrison, Second by Elwell, Motion Approved

2. Department of Applied Technology

Bachelor of Science in Business Information Technology (108)

- Add three new courses for elective credit:

IT 2500	Cooperative Education in Information Technology
IT 3500	Cooperative Education in Information Technology
IT 4500	Cooperative Education in Information Technology

(Pages 22-34, Proposal 08-11)

Presented by Tollison

Motion to approve by Garrison, Second by Elwell, Motion Approved

3. Department of Business

Master of Business Administration (500)

- Add new program
- Add nineteen new courses to support program

ACCT 5113	Accounting for Management*
ACCT 5213	Financial Statement Analysis
ACCT 5223	International Accounting
BADM 5223	Business Law
BADM 5233	Critical Thinking and Ethics*
BADM 5973	Special Topics: Business Administration
ECON 5123	Managerial Economics*
ECON 5223	Comparative Economic Systems
FINA 5133	Financial Management*
MGMT 5133	Organizational Behavior and Design*
MGMT 5143	Supply Chain Management
MGMT 5213	Strategic Human Resources Management*
MGMT 5223	Production/ Operations Management*
MGMT 5233	Entrepreneurship and New Venture Initiation
MGMT 5243	Enterprise Resource Management Systems*
MGMT 5313	Business Strategy*
MKTG 5143	Strategic Global Marketing*
SPMT 5223	Sport Finance
SPMT 5523	Sport Marketing

* Business core

(Pages 35-159, Proposal 13-10)

Presented by Garrison. Motion to approve by Elwell, Second by Hicks, Motion Approved

The meeting adjourned at 5:00 p.m.

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Julie Rampey	Director, Admissions
Dr. Greg Thompson	Department Head, English and Humanities
Dr. Susan Willis	Department Head, Sport Management

GUESTS

Dr. Steve Housel	Chair, University Assessment Committee
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I. GENERAL EDUCATION TASK FORCE UPDATE (Dr. House)

Dr. House presented a summary of the General Education Task Force Report (December 2010). Highlights include a two-year pilot project with a standardized, external evaluation instrument, the establishment of a new General Education Program Committee, and the continuance of the General Education Task Force to evaluate new approaches to assessing general education. Nine highly-subscribed courses have been selected for focused attention.

II. HIGHER LEARNING COMMISSION UPDATE (Dr. Beck) (Handouts and Powerpoint presentation)

Dr. Beck shared handouts and information from the recent Higher Learning Commission Annual Meeting. The Criteria for Accreditation are under revision. He noted the evolving nature of the Criteria and discussed the options available to RSU. A final version is expected by February 2012.

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